



## **I. Instructions for Interested Firms:-**

- (1) The proposal shall be submitted under sealed envelope marked “Appointment of Audit Firm to audit the Annual Accounts (statements of all income, expenditure, assets, liabilities and fund) for the years 2001-2002 to 2023-2024” directly to Premier University addressing to the Registrar, Premier University, Chattogram.
- (2) The Proposal submission closing time shall be 12.00 hour on 19.06.2025.
- (3) The Proposal opening time shall be 12.30 hour on 19.06.2025.
- (4) The contract for the service will be financed from Premier University’s own source of fund.
- (5) The Firm participating in the proposal shall submit Fee for the Audit reports on the Annual Accounts of 2001-2002 to 2023-2024.
- (6) The payment will be made to the selected Chartered Accountants (CA) Firm after the approval of relevant Annual Accounts through Board of Trustees Meeting (BOT Meeting). Tax and Vat will be deducted at source as per rules and regulations.
- (7) The selected Firm is to Physically Examine/audit all assets, inventories and cash balance lying with Administrative and Academic Building on closing day of the financial year.
- (8) The firm that has office/branch in Chattogram will be given preference.
- (9) The firm must be able to perform physically its auditing activities at Head Office in Chattogram for which no expenses will be borne by Premier University.
- (10) Audit Firm shall submit the following information/documents/certificates along with the proposal as applicable:
  - I. Registered Certificates;
  - II. Income Tax & Vat Identifications Certificate;
  - III. Documentary evidence in support of experience;
  - IV. Trade license;
  - V. Copies of relevant Professional Certificates. -ICAB, Bangladesh Bank and FRC.
- (11) The firm will be selected in accordance with the procedures set out in the Public Procurement Act-2006 and Public Procurement Rules-2008 and subsequent amendments therefore.



- (12) No other facilities will be provided except fees mentioned in the Letter of Content (LOC).
- (13) Premier University reserves the right to accept or reject any or all the proposals without assigning any reason whatsoever.

## **II. Eligibility/Qualification and Experience:**

- (1) The firm should have at least 5 (Five) years of experiences in the field of auditing on the Annual Accounts of Corporations/Universities.
- (2) The firm should be enlisted with the Institute of Chartered Accountants of Bangladesh (ICAB), Bangladesh Bank and Financial Reporting Council (FRC)
- (3) The firm must have relevant certificates and mandate to issue the certificates for those activities can apply.
- (4) Audit Firm must have the list of articulated students with minimum number of 04 (four).
- (5) The firm will be non-responsive if the firm is accused of any substandard activities in the last 03 (three) years.

## **III. Nature of Assignment:**

Premier University, Chattogram is a private university which was established in 2002 under “The Private University Act, 1992” and as amendment in 1998 & 2010 (Law-35). As the auditing activities are to be conducted following the Government and other regulatory bodies’ practicing rules and laws, the selected firm shall furnish an audited report as needed by Premier University, Letter of Content (LOC) should be provided and accordingly a report have to be submitted within the stipulated time mentioned in the letter of content as to meet the deadline of the concerned regulatory bodies.